

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
Prajoe Towers, Vazhuthacaud
Thiruvananthapuram -14

No.FinB4/5803/2013/HRD

Dated, 30th July, 2013

CIRCULAR

SUB: Receipt and Expenditure Statement –reg

For the smooth functioning of the Finance Section, Director IHRD has instructed to collect and consolidate the Receipt and Expenditure statement in respect of all institutions under IHRD, properly. Even though the Tally Software has been implemented in most of the institutions, they are not well experienced with the same. Hence the Receipt and Expenditure Statement pertaining to March 2013 onwards is pending in all institutions. Most of the institutions are not sending the same promptly. As the consolidation works are pending in the Finance Section all head of institutions under IHRD are directed to send their pending statements pertaining to March 2013 onwards in the old format urgently without any delay.

You are also advised to follow the new Tally Software. Simultaneously The Receipt and Expenditure Statement up to December 2013 shall be furnished in the old format so that employees are not yet well versed in Tally Software.

Sd/-

Dr.P.S.SREEJITH

DIRECTOR

Copy to:

1. All head of institutions
2. Administrative Officer
3. C.A-1
- ✓ 4. Software Section (for publishing the same in the IHRD Website)
5. Tally section.
6. S.F./OC
- 7.

Approved for issue


Financial Officer